

LEE COUNTY
POSITION ANNOUNCEMENT

POSITION: **Airport Director**

SALARY: **Dependent upon Qualifications**

DESCRIPTION OF WORK:

Raleigh Executive Jetport is recruiting qualified applicants for the position of Airport Director. The employee in this position will be responsible for planning, managing and coordinating the operation, maintenance and business affairs of the airport. Essential functions include: Budgeting, planning for long range needs, excellent written and oral communication skills. Development and implementation of policies and procedures; Preparing and presenting clear and concise oral and written reports. Work involves a broad scope of public contacts, a variety of technical and detailed knowledge, and considerable independent initiative and judgment.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's Degree from an accredited college or university with major course work in Personnel Management, Public Safety, Aviation, or related field and two years of professional experience in operations and regulatory training and supervision; or an equivalent combination of education and experience; prefer knowledge and actual experience in aviation management, operations, maintenance, and FAA regulations. A valid driver's license is required.

APPLICATION PROCESS: resume, salary history, and cover letter to the Human Resources Department, 408 Summit Drive/PO Box 1968, Sanford, NC 27331. Position is open until filled. **Pre-employment drug screening is required.** EOE. www.leecountync.gov